

SECRET

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D, May

OCT 13/77

MEMORANDUM FOR: Acting Deputy Director for Administration
ATTENTION: Acting Executive Officer
FROM: Robert W. Gambino
Director of Security
SUBJECT: Safety Indoctrination of CIA Employees
in the Headquarters Area (U)

1. (U) The Agency's Safety Indoctrination Program for employees in the Headquarters area was initiated 14 June 1977 and continued through 31 July 1977. The briefings were conducted in compliance with 29 CFR 1960.20 which established uniform guidelines to assist Agency heads in meeting the training requirements of Executive Order 11807.

2. (U) An individual notice was forwarded to each employee advising of the date, time and place of the briefing the employee was scheduled to attend. These notices were preceded by an Employee Bulletin which advised employees of the purpose of the briefings and that they were expected to attend.

3. (S) The names of the employees who attended the briefings, based on attendance slips turned in, were checked and lists were made of the employees who did not attend. Attendance records of the employees within the Directorate of Administration are as follows:

E2 IMPDET
CL BY [REDACTED]

25X1A

OS 7 4519

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4. (U) Attached are lists of employees by components in your Directorate who did not attend the briefings. Additional briefings are scheduled in the Headquarters auditorium at 0900, 1100, 1500 and 1800 hours on 2 November and 0600, 0900, 1100 and 1300 hours on 16 November 1977 for employees who were unable to attend the previous briefings.

5. (U) It is requested that each employee on the attached lists, in addition to any new employees, attend one of the briefings. You will note that two briefings have been scheduled for the employees on night-shift work. As the auditorium seats only [REDACTED] people, attendance of your employees should be staggered among the briefings. One of the attached attendance forms should be completed by each employee and turned in at the time of the briefing.

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6. (U) Your cooperation and assistance in this program is appreciated.

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Robert W. Gambino

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